

Return this completed signed form
and all attachments to:

WV Ethics Commission
210 Brooks Street, Ste 300
Charleston, WV 25301
Phone: (304)558-0664



Employer Representation/Authorization

West Virginia Lobbyist 2015-2016

(form LREP-2 -2015)

This form must be completed and then signed by both the Employer and the Lobbyist. Original signatures are required. This authorization is valid through 2016 unless cancelled, changed or amended in writing before that time.

Important information

- ☐ A fee of \$100.00 and this completed Representation/Authorization form is required for each entity that you represent as a lobbyist.
Paid by check ☐ credit card ☐ (This is in addition to the base lobbyist registration fee of \$100.00)
☐ Is this your initial registration for this period? If so, a completed Lobbyist Registration Statement (LRS-1) must accompany this form.
☐ Is this an additional representation? A Lobbyist Registration Statement marked **Amended** must accompany this form.

If you have questions about completing this form please contact the Ethics Commission at (304)558-0664 or go to www.ethics.wv.gov. See page 2 for more information. Answer all questions. Incomplete forms will be returned.

1. Lobbyist name as listed on Lobbyist Registration Statement

Lobbyist name _____ Registration number (if known) _____
Email: _____ phone: _____ fax: _____

2. Represented Employer, Organization or Association

- Name _____
Complete name of represented **Employer, Organization or Association**
- Mailing address: _____
_____ phone: _____
_____ fax: _____
- Occupation or type of business: _____
- Provide a general description of the subjects, topics or issues which will be the focus of your lobbying efforts.

3. Lobbyist information for this employer/authorization

- Check only one: _____ Retained solely as lobbyist
_____ Unpaid volunteer
_____ Regular employee, services include but are not limited to lobbying
- Is the lobbyist employed or retained under any agreement, arrangement or understanding by which any compensation paid to the lobbyist is contingent upon the success of his or her lobbying activity?
Yes _____ No _____ Not applicable _____
- **Lobbyist Signature: X** _____ Date: _____

4. Employer certification

I certify that the **lobbyist named above is authorized** to lobby on our behalf, and that to the best of my knowledge, the information hereon is true, correct and complete.

► **Authorized Signature: X** _____ Date: _____

Type or print name: _____ Title: _____
Email address: _____

WV Lobbyist Employer Representation/Authorization Information and Instructions

(Do not return any forms by fax or email. Original signatures are required.)

General information

Lobbyists are not permitted to lobby until they are registered with the West Virginia Ethics Commission and complete certain training requirements. The Ethics Act places responsibility on the one who employs a lobbyist to see that the lobbyist is registered before any lobbying is done on the employer's behalf. It is a violation of the Act to employ a person to lobby who is not registered as a lobbyist....unless the person registers as soon as possible before lobbying, and otherwise complies with all registration and reporting requirements.

Reporting by the Lobbyist is required

The employer is responsible for ensuring that any lobbying related expenditures which it makes and which are required to be reported, are reported by its registered lobbyist. *[e.g. The employer of a lobbyist holds a reception for all legislators. The employer pays all expenses directly and the lobbyist has no involvement except to attend and speak with the legislators. The lobbyist must report the total cost of the reception on his or her lobbyist activity report.]* The expenditures which are required to be reported are set forth in W.Va. Code §6B-3-1 et. seq. and in the Ethics Commission's rule, 158 CSR 12, entitled *Lobbying*. If the employer has any questions concerning whether certain expenditures are reportable, then the employer or lobbyist should contact the WV Ethics Commission for clarification.

Lobbyists must report lobbying activities and expenditures three times a year as follows.

May 15 - covers the months of January, February, March, April

September 15 - covers the months of May, June, July, August

January 15 - covers the months of September, October, November, December

Reporting dates are strictly enforced and fines of **\$10.00 per business day** levied for late filing (maximum \$250.00). Reporting via facsimile or email is not permitted. The necessary reporting forms are mailed in advance of the reporting dates to the lobbyist mailing address indicated on the registration form. Please notify us promptly of any mailing address changes or corrections. All forms are available on the Ethics Commission website at www.ethics.wv.gov.

Representation acceptance

When this form and the appropriate fees are accepted by the Ethics Commission, the lobbyist is then registered to represent your organization. This registration is valid through the end of calendar year 2016, unless terminated in writing before that time.

Registration expiration

Lobbyists are required to re-register in odd numbered years.

Questions

Any questions regarding lobbyists, registration, and reporting should be addressed to the WV Ethics Commission, 210 Brooks St., Ste. 300, Charleston, WV 25301. Telephone: (304)558-0664. Email: kimberly.p.pickens@wv.gov Web address: www.ethics.wv.gov